

FOR OFFICIAL USE ONLY



REPLY TO  
ION OF

DEPARTMENT OF DEFENSE  
UNITED STATES SOUTHERN COMMAND  
3511 NW 91ST AVENUE  
MIAMI, FL 33172-1217

24 May 2000

SC Regulation 380-6

Effective Upon Receipt

**USSOUTHCOM Entry and Exit Inspection Program**  
Headquarters United States Southern Command

TABLE OF CONTENTS

	Paragraph	Page
Purpose.....	1	1
Scope.....	2	1
References.....	3	1
Policy.....	4	2
Responsibilities.....	5	2
Procedures.....	6	4
Discovery of Prohibited Items.....	7	5
APPENDICES.....	TBP	

1. **PURPOSE:** The activity Entry and Exit Inspection Program (EEIP) is designed to deter and detect unauthorized introduction or removal of classified material to/from DoD owned or leased installations and facilities. This regulation establishes policy and implements the United States Southern Command (USSOUTHCOM) EEIP for USSOUTHCOM Headquarters.

2. **SCOPE:** This regulation applies to all employees (military and civilian), reservists, contractors, and personnel temporarily assigned, attached, OPCON, or detailed to work in the USSOUTHCOM headquarters building and its satellite facilities in Miami. This regulation also describes how selected provisions apply to visitors. The procedures outlined in the basic regulation apply to the Thurman building. Special procedures for each satellite facility are provided in the appendices. Components may institute their own procedures provided they are in compliance with Service and Department of Defense Directives.

3. **REFERENCES:**

a. Department of Defense (DoD) Directive 5200.1-R, Information Security Program, January 1997.

b. Department of Defense (DoD) Manual 5105.21-M-1, Sensitive Compartmented Information Administrative Security Manual, August 1998.

FOR OFFICIAL USE ONLY

**FOR OFFICIAL USE ONLY**

**SC Regulation 380-6**

**24 May 2000**

c. Department of the Army Regulation (AR) 380-5, Information Security Program, 25 February 1988.

d. BASOPS memorandum, Special Orders for Government Property Entering & Exiting the Headquarters, 8 March 2000.

**4. POLICY:**

a. USSOUTHCOM's activity Entry and Exit Inspection Program is designed to deter the unauthorized movement of classified defense information between USSOUTHCOM headquarters and other locations.

b. All USSOUTHCOM employees and visitors (foreign and domestic) to the command are subject to entry and exit inspections. During hostile or increased threat conditions, the Director of Intelligence may direct "continuous inspections" of all USSOUTHCOM employees and visitors to the command.

c. The Director of Intelligence will specify the type of inspection (random or continuous), the location, and the method to be followed when conducting the inspections.

d. All personnel transporting classified material must possess a valid DD Form 2501, Courier Authorization Card (CONUS) and/or an original, valid courier authorization letter (CONUS/OCONUS).

e. Personnel transporting computers or computer equipment (including software) containing classified information must possess a valid DD Form 2501 and/or an original courier authorization letter. Personnel must also comply with BASOPS memo (Special Orders for Government Property Entering & Exiting the Headquarters). All computer diskettes and hard drives must be labeled with the appropriate classification label indicating the highest level of classified information stored therein, to include UNCLASSIFIED. In the event a disk or hard drive is not labeled, it will be considered classified and confiscated by USSOUTHCOM Entry and Exit Inspection Officers and/or DoD Police personnel and turned over to SCJ6-IA for inspection and further disposition.

f. Items subject to inspection include briefcases, shoulder or handbags, luggage, athletic bags, and packages or other similar containers that personnel remove from or take into USSOUTHCOM.

**5. RESPONSIBILITIES:**

a. The Director of Intelligence oversees the activity Entry and Exit Inspection Program (EEIP). The Director of Intelligence will appoint an Entry and Exit Inspection Officer (EEIO) to administer this program.

**FOR OFFICIAL USE ONLY**

**FOR OFFICIAL USE ONLY**

**24 May 2000**

**SC Regulation 380-6**

b. The BASOPS Commander will appoint, in writing, individuals from the Department of Defense (DoD) Police and Force Protection office to assist the EEIO in administering this program.

c. The Director of Intelligence has delegated responsibility for overseeing the EEIP in USSOUTHCOM to the Security Operations Office (SOO). A representative of the SOO will serve as the USSOUTHCOM EEIO. The EEIO may call upon other resources (USSOUTHCOM counterintelligence personnel) to assist with the inspections. When necessary, the EEIO will request detail support through the J2 Deputy Director for Operations from the Counterintelligence Support Office. The EEIO will:

(1) When directed by the Director of Intelligence and in conjunction with the DoD Police, implement one of the two types of inspections listed below:

(a) Continuous – Inspection frequency does not vary. Inspector will inspect the property of every person who enters/exits the building.

(b) Random – Inspection frequency varies and is predetermined. Inspector will inspect the property of every third person, tenth person, etc., who enters/exits the building.

(2) Implement this program in a manner that will cause the least amount of disruption to USSOUTHCOM employees and visitors to the command.

(3) Ensure that DoD Police and detailed personnel are fully trained in their duties as assistant EEIOs and comply with the policy and procedures stipulated in this regulation.

(4) Ensure effective inspections are conducted during normal duty and after duty hours to deter the improper transportation of classified material.

d. The BASOPS Force Protection Office will:

(1) Assist the USSOUTHCOM EEIO to implement the inspection program.

(2) Assist the USSOUTHCOM EEIO to train the DoD Police on program procedures to include who is to be inspected, the purpose of the inspection, what to look for, what is to be inspected, what will not be inspected, how to inspect, inspection method, procedures to follow in the event classified information is discovered, when and how often inspections will be conducted, and the contents of this regulation.

e. The DoD Police will:

(1) Assist the EEIO in implementing the inspection program in accordance with regulatory guidelines.

(2) Physically conduct the inspections.

**FOR OFFICIAL USE ONLY**

**FOR OFFICIAL USE ONLY**

**SC Regulation 380-6**

**24 May 2000**

(3) Ensure personnel exiting USSOUTHCOM Headquarters do not remove classified material unless they have valid courier orders.

(4) Ensure personnel exiting USSOUTHCOM Headquarters do not remove material with questionable classification.

f. Detailed personnel will:

(1) Assist the EEIO and DoD Police in conducting inspections in accordance with regulatory guidelines.

(2) Ensure personnel exiting USSOUTHCOM Headquarters do not remove classified material unless they have valid courier orders.

(3) Ensure personnel exiting USSOUTHCOM Headquarters do not remove material with questionable classification.

(4) Remain at the inspection point until officially relieved or released from the duty.

**6. PROCEDURES:**

a. Personnel performing temporary duty in USSOUTHCOM, whose duties require them to courier classified information and equipment for their organization, must have in their possession a valid courier authorization card and/or the original signed courier authorization letter from their unit or command. USSOUTHCOM will not issue DD Forms 2501 (Courier Authorization Card) to personnel who are not assigned to USSOUTHCOM. The USSOUTHCOM J2 Security Division will issue courier authorization letters for one time use upon receipt of a written request from the individual's parent organization security manager or Special Security Officer.

b. Packages that are wrapped and sealed in accordance with DoD 5200.1-R, Chapter 7 (Transmission and Transportation [of classified material]), will not be inspected if the individual has a valid DD Form 2501 and/or an original courier authorization letter in his/her possession. In cases where a briefcase or other such container is used as the outer container, EEIO personnel may open the briefcase; however, if the inner package is properly marked and sealed and the individual has the required documentation, the package will not be opened.

c. Entry and exit procedures for Sensitive Compartmented Information Facilities (SCIFs), to include the introduction of electronic and other devices into the SCIF, are under the purview of USSOUTHCOM J2 Special Security Office (SSO). Authorization to bring an item into a USSOUTHCOM facility does not automatically confer approval to introduce this item into the SCIF. Likewise, authorization to bring an item into a SCIF does not automatically confer approval for the item to be brought into USSOUTHCOM. Therefore, when it is necessary to bring items into a SCIF, separate coordination is required to bring the item first into the building, then into the SCIF. Contact the SSO for the proper authorization and approval to bring any Automated Information System or electronic device into the SCIF.

**FOR OFFICIAL USE ONLY**

**FOR OFFICIAL USE ONLY**

**24 May 2000**

**SC Regulation 380-6**

d. Certain categories of SCI materials and/or electronic devices are exempt from this inspection program. Their entry/exit must be coordinated directly with the SSO, who will coordinate with other USSOUTHCOM security offices.

e. The following measures will be taken if any of the items listed below are discovered during the inspection:

(1) **Classified Material:** If classified material is discovered during the inspection and the individual does not have the appropriate courier paperwork, the material will be confiscated by the EEIO and/or the DoD Police and turned in to SOO. The DoD Police will direct the individual to report to his/her directorate. The individual's directorate will immediately conduct a preliminary inquiry into the incident. Results of the preliminary inquiry will be submitted to the SOO for final determination. If the material is Sensitive Compartmented Information (SCI), the SOO will coordinate with the SSO. The SSO will oversee all actions related to preliminary inquiries involving SCI material. The J2 Security Division will advise the Chief of Staff of the details of all incidents. The J2 Security Division will advise J2 Counterintelligence as necessary.

(a) In the case of a U.S. visitor to USSOUTHCOM carrying classified without appropriate authorization documents, the sponsoring directorate will conduct the preliminary inquiry and provide SOO the results. SOO will forward the report to the parent organization. If the material is SCI, the SSO will oversee the preliminary inquiry and report results to the parent organization SSO.

(b) In the case of a Foreign National (FN) visitor to USSOUTHCOM in possession of classified material, the DoD Police, EEIO, or detail personnel will confiscate the classified material pending coordination with sponsoring directorate and the USSOUTHCOM Foreign Disclosure Officer (FDO). The sponsoring directorate will ensure that classified material released to FNs has been coordinated with the FDO and that the requirements of DoD 5200.1-R, Appendix H, have been met.

(2) **Contraband/Prohibited Items:** If contraband/prohibited items (alcohol, guns, knives, illicit drugs, pornographic material, etc.) are discovered during the inspection, the DoD Police will confiscate the items. The DoD Police will turn over the confiscated materials to the BASOPS Commander. The DoD Police will report the incident on DA Form 3975, Military Police Report, and forward a copy to the appropriate directorate for disposition/action and a copy to the SOO for information. The DoD Police will direct the individual to report to his/her directorate.

(a) Only duly authorized law enforcement agents and the CINC's Personal Security Detail (PSD), in the performance of their duty, are authorized to carry weapons.

(b) Consumption of alcohol is prohibited within the USSOUTHCOM headquarters building and within its satellite buildings unless approved in advance by the CINC, DCINC, or COS. If the CINC, DCINC, or COS approve an exception to the alcohol consumption policy, the affected directorate must provide a copy of the approval memo to the BASOPS Force Protection

**FOR OFFICIAL USE ONLY**

**FOR OFFICIAL USE ONLY**

**SC Regulation 380-6**

**24 May 2000**

Office the day before the alcohol will be brought into the facility. Personnel may transport sealed containers of alcohol in small quantities to be given as gifts. Personnel who desire to do so must request an authorization memo from their Director, Staff Principal or Commander. DoD Police will not confiscate gift containers of alcohol if the bearer presents the authorization memo.

(c) In the case of a U.S. visitor to USSOUTHCOM in possession of contraband and/or prohibited items, the DoD Police will immediately confiscate the items. The DoD Police will turn over the confiscated materials to the BASOPS Commander. Sponsoring directorates are required to advise their visitors of the procedures governing entry and exit requirements in USSOUTHCOM.

(d) In the case of a Foreign National (FN) visitor to USSOUTHCOM in possession of contraband and/or prohibited items, the DoD Police will immediately confiscate the items. The DoD Police will turn over the confiscated materials to the BASOPS Commander. Sponsoring directorates are required to advise FNs of the procedures governing entry and exit requirements in USSOUTHCOM.

f. The USSOUTHCOM Security Board will monitor and report results of preliminary inquiries and reports relating to DA Form 3975, Military Police Report, to the Chief of Staff.

The proponent agency of this regulation is the US Southern Command. Users are invited to send comments and suggested improvements to: HQ USSOUTHCOM, ATTN: SCJ2-SOO, 3511 NW 91<sup>st</sup> Ave., Miami, FL 33172-1217

FOR THE COMMANDER IN CHIEF:

OFFICIAL  
JERRY C. McABEE  
Brigadier General, United States Marine Corps  
Chief of Staff, U.S. Southern Command



KATHLEEN I. RHODES  
Colonel, USAF  
Adjutant General

DISTRIBUTION: D

**FOR OFFICIAL USE ONLY**